

**Special Notice for House On-Campus Office Support Services
SN062206**

SPECIAL NOTICE

**THIS IS NOT A SOLICITATION/REQUEST FOR PROPOSAL/REQUEST FOR QUOTE OR
INVITATION TO BID**

General Information

Document Type:	Special Notice Round-Table Discussion
Document Number:	SN062206
Round-Table Discussion Date:	Friday, April 7, 2006, 10:00 a.m.

Contracting Office Address

United States House of Representatives, Office of the Chief Administrative Officer, Office of Finance and Procurement, Room 356 Ford House Office Building, Washington, D.C. 20515

Description

The U.S. House of Representatives (House) is considering expanding the offering of on-campus office support services, such as pack and ship, copy and fax, hard copy mailing, high volume printing, money transfers, and lamination. The intent of this Special Notice Round-Table Discussion is to gather information from the industry professionals as to the types of services that may be provided in the identified space, which has 1242 square feet. This event will be held on Friday, April 7th in Room 1537 Longworth House Office Building (5th Floor) at 10:00 a.m. starting with a tour of the available space followed by discussions. Information gathered will aid the House in a decision of whether or not to proceed with the issuance of a solicitation for the on-campus office support services. Please R.S.V.P. by Tuesday, April 4th, with the names of the individuals who will be attending the discussion. Please limit member participation to two persons per business.

Point of Contact

Christine Stewart, Procurement Specialist, Telephone (202)226-2757, email Christine.Stewart@mail.house.gov or Edwin Davis, Deputy Procurement Director, email Edwin.Davis@mail.house.gov

Place of Performance

Address:	U.S. House of Representatives, House Office Buildings, Washington, D. C.
Postal Code:	20515
Country:	USA

The House is issuing this notice for the purpose of market research only and the House is in no way obligated to purchase any material as a result of this inquiry. All information is submitted voluntarily. The House will not pay for any information submitted by respondents in response to this notice. If any solicitation would result, it would be synopsisized on the FedBizOpps website and it would be the offeror's responsibility to monitor the FedBizOpps website for any future synopsis.